STATE OF CONNECTICUT
OFFICE OF EARLY CHILDHOOD

Connecticut Office of
Early Childhood

EMPLOYMENT OPPORTUNITY

INFORMATION TECHNOLOGY ANALYST 3
BIRTH TO THREE PROGRAM

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open to: See Eligibility Requirement

Location: 165 Capitol Avenue, Hartford, CT 06106

Hours: 8:00 a.m. – 5:00 p.m.

Job Posting #:   #018 (103034)

Salary Range: $89,944 - $115,551*

Closing Date: February 19, 2016

Note: *New hires to state employment start at the minimum of the above salary range.

ELIGIBILITY REQUIREMENT:
Candidates must have applied for and passed the Information Technology Analyst 3 exam and be on the current certified list promulgated by the Department of Administrative Services for this classification. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.** State employees who have attained permanent status and are eligible for appointment may also apply.

EXAMPLE OF DUTIES:
All Functional Areas: Diagnoses host system problems and develops and coordinates resolutions; manages planning, analysis, design, selection, installation and implementation of new technologies; evaluates new technologies; tests and evaluates new hardware and/or software; makes recommendations for hardware and/or software purchases; determines interface and utility requirements and creates design specifications; acts as liaison to hardware and/or software vendors, system developers, programmers and management; develops and implements network and system security guidelines; makes recommendations for migration and upgrade directions; trains operators, systems developers and users on new procedures; conducts system performance analysis, tuning or storage management; conducts technical training programs for IT staff; acts as project coordinator overseeing other technical staff and support personnel; plans, coordinates and directs multiple projects of assigned staff; reviews work of assigned personnel; calculates project time and cost estimates; prepares necessary procedural specifications to meet design requirements; arranges necessary hardware and software availability; oversees hardware and software vendors; manages project budgets and schedules; reviews work of assigned Information Technology Analysts and serves as consultant and/or troubleshooter; reviews documentation work of assigned staff; communicates with business owners and management; facilitates meetings; assists in development of information technology policies, procedures and standards; participates in Request for Proposal (RFP) process; implements disaster recovery plans, assists in determining critical applications and personnel, or ensures offsite backups; defines data flow; performs related duties as required.

Software Development:
Configures and installs host-based application packages; analyzes upgrades for complex applications to determine functionality and necessary software customization; writes program specifications and systems specifications; designs forms, screens and reports; performs related duties as required.

QUALIFICATIONS:
Knowledge, Skill and Ability:
Considerable knowledge of principles and techniques of systems analysis, design, development, and computer programming; considerable knowledge of principles of information systems; considerable knowledge of principles and theories of business and planning functions; considerable knowledge of programming languages; considerable knowledge of project management principles and techniques; considerable knowledge of principles, problems and techniques of data processing and data communication operations; considerable knowledge of data processing and data communications equipment and diagnostic tools; considerable knowledge of methods and procedures used to conduct detailed analysis and design of computer systems; considerable knowledge of principles of complex computer operating systems; knowledge of principles and techniques of business information systems re-engineering; knowledge of network protocols and architecture; knowledge of practices and issues of systems security and disaster recovery; knowledge of applications systems development principles and techniques; knowledge of principles and practices of data base management; considerable interpersonal skills; considerable oral and written communication skills; considerable problem solving skills; considerable technical problem solving skills; considerable analytical skills; considerable ability to prepare correspondence, manuals, reports and documentation; considerable ability to analyze and resolve operational and communications problems; considerable ability to analyze and debug complex software programs; considerable ability to identify, analyze and resolve complex business and technical problems; some supervisory ability.

Minimum Experience and Training Required:
General Experience:
Seven (7) years of experience in information technology (IT) operations, programming, systems/software development or another IT related field.

Special Experience:
One (1) year of the General Experience must have been at the full professional working level with responsibility for performing a full range of complex technical support functions in one of the following areas:
1. Assisting in the design, implementation and management of a major communications network.
2. Providing technical and administrative support for a wide area network (WAN) or mini-computer system.
3. Assisting in the installation and maintenance of major sub-systems or installing and maintaining other host and/or network software.
4. Participating in the design and development of system applications.
5. Serving as a project coordinator responsible for coordinating the design, development, programming and implementation of moderately complex information systems projects.

NOTE: For state employees this is interpreted at the level of Information Technology Analyst 2.

Substitutions Allowed:
1. College training in management information systems, computer science or information technology related area may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of four (4) years for a Bachelor's degree.

2. A Master's degree in management information systems, computer science or electrical engineering may be substituted for the General and Special Experience.

PREFERRED EXPERIENCE AND TRAINING:

- At least four years of experience supporting and maintaining multiple client/server and web applications.
- At least four years of .net web based development using the following software: c#, JavaScript, jQuery.
- Experience using Microsoft Visual Studio 2013 or above and Team Foundation Server.
- Experienced in working with MS-SQL 12 or above server management tools and the development of sql database structures, stored procedures.
- Experience using Microsoft SSRS software to develop canned and ad-hoc reports.
- Experience using Microsoft SSIS to create dts packages and console apps/Web Applications (WCF framework and IIS knowledge, three tier architecture) for the secure transfer of data between contractors and other state agencies using vb.net and c#.net.
- Strong customer service, communications and organizational experience.
- Ability to work with business community to develop software specifications for upgrades/enhancement to system software.
- Ability to create development specifications and system flow charts from the software specifications created with the business users.
- Knowledge of Redgate is a plus.
- Perform functions that protect the confidentiality, integrity, and availability of system data covered by the Family Educational Rights and Privacy Act.
- Ability to assist in determining priorities for enhancements to critical applications.

APPLICATION PROCEDURE:

All required documents must be received by close of business on the closing date in order to be considered for an interview. Interested candidates should reference job announcement #018 in the application materials and submit the following documents to address listed below:

1. A cover letter and resume with details of experience and training.
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Administrative Services website.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings in addition to the above documents.

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Office of Early Childhood
165 Capitol Avenue, Room G-16
Hartford, CT 06106
ATTN: Mr. Chris Beloff
TEL: (860) 713-6697

<u>Applications will be accepted via U.S. mail or hand delivery only.</u>

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